

Document no. EGC 1

Rules of Procedure (April 2016)

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Introduction

An amendment to the Rules of Procedure was submitted by Belgium. A copy of their proposed amendment and rationale is included at the beginning of this document.

In accordance with the provisions of paragraph 3.3.1 of the Rules of Procedure the amendment was agreed with the committee to which the World Board has delegated authority to draft and review the Regional Rules of Procedure.

The amended version of the Rules of Procedure is enclosed. As part of the business of the Conference Member Organisations will be asked to confirm that the amended version of the Rules of Procedure (April 2016) is approved at the start of the Conference.



Amendment Number: A_EGC_01

Proposed Amendment: Timing for the delivery of the Rules of Procedure for future European Conferences

Taking into account the need for MOs to prepare for the European Conference;

Taking into account that each MO needs to receive the Rules of Procedures in order to actively prepare for the European Conference;

Taking into account that the Rules of Procedure provide the fundamental information about how the European Conference is going to be organized in term of motions, deadlines, voting methods, quorum needed, etc.;

Taking into account that point 3.3.3 of the document named “ANNEX C3 ROP 2016 Final WAGGGS Europe Conference” provides that the European Conference documentation, including the Rules of Procedure, is to be provided not less than 2 months prior to the official opening day of the conference; and

Taking into account that the same point 3.3.3 recommends that the Rules of Procedure are sent to Member Organizations six months prior to the European Conference to enable them to familiarize themselves with the procedures.

Guides et Scouts de Belgique would like to recommend that:

- The Rules of Procedure for future European Conferences are sent to MOs at least 6 months before the official opening day of the Conference;
- That the point 3.3.3 is amended so that it reads “**The Rules of Procedure (These should be sent to Member Organizations at least six months prior to the Conference to enable them to familiarize themselves with the procedures and to introduce amendments and to propose motions or agenda items).**”
- This new 6 month deadline should be respected in future.



Rationale for the amendment

The Regional Conferences and the World Conferences are important moments within WAGGGS. MOs are gathering to take part in a democratic event where they have a role to play in building the future of their organization for the next 3 years and more.

The Rules of Procedure document guarantees the democratic and transparent rules of the conferences as it contains the fundamental information about its organization. This crucial document is needed for MOs preparing for the conferences. The Rules of Procedure enable them to keep up with every deadline (for motions, agenda items...) and to comply with every rule.

Thus, in order to allow the best preparation for the conferences and to guarantee its democratic and transparent aspects, it is important to ensure that the Rules of Procedure are delivered before the deadline for the proposal of motions.

This is even more important when the Rules of Procedure are subject to changes from one conference to another: experienced participants can't be sure to rely on the last version of the Rules of Procedure while the new participants need to learn to understand them.

Finally, we believe that we should enable every MOs to the right to amend the Rules of Procedure within the set deadline of 4 months before the official opening day of the Conference. This would not be possible if the Rules of Procedure are only sent after the 4 month deadlines or at the latest 2 months before the opening day of the conference as stated in the actual version.

We believe that 6 months before the conference is a good timing that gives 2 months to every MOs to prepare and file in any proposition within the deadline. Please consider that some MOs are organized as federations: their internal preparation and decisions making may take more time.



Annex C3: Regional Conference Rules of Procedure

3.3 Regional Conference Rules of Procedure

3.3.1 Purpose of the Rules of Procedure

The overall purpose of the Rules of Procedure (**Rules**) is to facilitate the handling of the business of the Regional Conference and to establish the way decisions will be taken. These Rules provide a clear decision-making process and the steps to be followed to resolve issues before the Regional Conference.

The purpose of the Rules is to provide a clarification of attendance, circulation of information, and voting and election procedures at a Regional Conference. Additionally, it provides details about the responsibilities of the Chair of the Regional Conference, the procedural team and the tellers.

Member Organizations are expected to become familiar with them before they are agreed at the start of the Regional Conference. Should any Member Organization wish to amend the Rules, proposed amendments are submitted to the Regional Committee, for review and agreement, within the deadline to submit Proposed Motions. Any proposed amendments may be forwarded to the World Board for discussion and decision. The Rules are set by the World Board to ensure consistency across the Regions and any proposed amendment should not change the intent or meaning of the document. Amendments to these Rules cannot be proposed at the Regional Conference.

3.3.2 Who may attend:

Delegates and Observers from Member Organizations

Each Full or Associate Member Organization of WAGGGS in the Region is entitled to send two Delegates appointed from within its membership. The Delegates carry the authority of their Member Organization to speak and vote on its behalf and are expected to participate in all proceedings.



In addition, Member Organizations may send Observers according to the numbers as agreed by the Regional Committee. The Observers act in support of their Delegates, and may speak only if so requested by their delegation and approved by the Session Chair.

Where a Federation exists, each Component Association may send up to two members from each Component Association to form part of the Federation's delegation. The Component Associations of that Federation should meet to decide the composition of the delegation.

The Session Chair will ask the member to state whether she/he is speaking in the capacity of a Delegate or Observer and the Member Organization they represent.

Delegates and Observers are expected to:

- have read and discussed the content of all Conference documents before arriving at the Regional Conference;
- be fully informed on their Member Organization's view on all Agenda items;
- attend all sessions;
- participate in learning and sharing groups and workshops;
- evaluate the Regional Conference together as it proceeds and to complete an evaluation paper at the end of the Regional Conference; and
- make a full report to their Member Organization on the Regional Conference

Before the Regional Conference can commence, the Regional Committee shall satisfy itself that at least half plus one of the Member Organizations of the Region have members registered as delegates at the Conference.

If it appears that the quorum will not be reached before the Regional Conference, Regional Committees should encourage non-attending Member Organizations to send delegates.

If the quorum is not reached on the first day of the Regional Conference, then the Conference should proceed. The meeting can discuss issues but can only make recommendations to the Regional Committee and cannot make decisions. The voting strength shall be the total number of Member Organizations with delegates registered at the Regional Conference, eligible to vote and present in the room at the start of each voting session as established by the Teller. The Regional Committee should establish a revised quorum in writing at the start of the Regional Conference and each voting session and include Full Members and, when appropriate, Full and Associate Members.

Proxy voting is not possible under the current provisions.



Other Attendees

Regional Ad-Hoc Committees and other WAGGGS Committees: The Regional Committee decides on attendance from the Regional Ad-Hoc Committees, Regional Working Groups and other WAGGGS Committees for their expertise and input to relevant sessions. Representatives of the World Board may also attend, in consultation with the Regional Committee, and with the agreement of the World Board Chair. Budgets and costs need to be negotiated and clarified for any of these additional committee members.

Unless attending as a delegate, the invited attendees do not have a vote. They may be invited to speak by the Conference Chair during sessions.

Representatives from Countries Working Towards Membership shall be invited to attend and may speak, but not vote.

Members of staff may also attend, with the agreement of the Regional Committee, and the Regional Director. Staff have no vote and may be invited to speak by the Conference Chair during sessions.

The Regional Committee may invite other individuals or representatives of groups to attend as guests. They do not have the right to vote and may be invited to speak by the Conference Chair.

3.3.3 Agenda

The Regional Committee shall call for agenda items and motions from Member Organizations at least six months before the official opening day of the Regional Conference. The deadlines for submission for agenda items and motions to be received by the Regional Committee should not be less than four months before the official opening day of the Conference.

The Regional Committee, in consultation with the Member Organizations, shall be responsible for establishing the Conference agenda, which shall include:

- Progress report covering activities at Regional and World level since the previous Regional Conference;
- Financial statements including budgets and Regional contributions where appropriate;
- Election of members of the Regional Committee;
- Bidding to host the next Regional Conference;
- Agenda items and Proposed Motions provided in writing by Member Organizations;
- Business of the Conference;
- Operational Plan for the Region;



- Global strategy and finances, key initiatives and worldwide priorities; and
- Content specific to the Region’s priorities.

Items not submitted in time for inclusion in the agenda may, if agreed by a majority vote of the Regional Conference, be included for discussion only.

At the Conference, all Member Organizations have the right to propose alterations to the agenda. Alterations to the agenda will be agreed by simple majority vote at the beginning of the Conference.

The Conference agenda and documentation shall be sent to each Member Organization not less than two months before the official opening day of the Conference.

- **The Conference documentation should include:**

1. A provisional programme of the Conference.
2. The Agenda.
3. The Rules of Procedure (These should be sent to Member Organizations at least six months prior to the Conference to enable them to familiarize themselves with the procedures and to introduce amendments and to propose motions or agenda items).
4. The Regional Committee Chair’s Report/Triennial Report.
5. The Financial Report and Accounts.
6. The budget and any proposed Regional contributions.
7. Proposed Operational Plan of the Region.
8. Profile of nominees for election to the Regional Committee.
9. Relevant background information on discussion items.
10. Any Proposed Motions received in advance of the Conference from Member Organizations of the Region and/or the Regional Committee.

All documents should be in the official/working language/s of the Regional Conference.

3.3.4 Motions and Amendments

Member Organizations can propose motions. Proposed Motions may be sent to the Regional Director, on behalf of the Regional Committee, to allow the Regional Committee to consider whether they are relevant and suitable for presentation to Conference – that they are clear in intent and outcome, concerned with and related to the Mission of WAGGGS, or an issue on which the proposers considers the Region should express an opinion.

As outlined in 3.3.3 the deadlines for submission for Proposed Motions to the Regional Committee should not be less than four months before the official opening day of the Conference.



Proposed Motions will then be sent to all Member Organizations in the Region not less than two months before the official opening day of the Conference.

With the approval of the Conference Chair and Procedural Coordinator, Proposed Motions not previously circulated may be considered and voted by the Conference. Proposed Motions related to policy,¹ Constitution, or require significant research will not be considered. Proposed Motions received during the Conference may not be amended.

A Proposed Motion is a suggested proposal (usually written in the pre-Conference papers) that is open for discussion by the Conference.

A Motion is a proposal that has been moved, to be voted on by the Conference.

A Proposed Amendment is a suggested change in a Motion.

An Amendment is a change in a Motion, which has been moved.

3.3.5 Responsibilities

i. Conference Chair

There is one overall chair of the Conference. There may be others who chair sessions, but there is one Conference Chair. The Conference Chair can delegate chairing of sessions to a Session Chair.

Responsibilities:

- To chair sessions of the Regional Conference effectively.
- To ensure that the business of the Conference is properly carried out.
- To refer all questions on procedure to the Procedural Team, for advice and guidance, but have the final authority on all procedural matters.
- In conjunction with the Regional Director, ensure that documentation relating to Agenda items is properly prepared and presented.

The ruling of the Conference Chair will be final on all procedural matters including, but not limited to, length of speeches, voting methods and management of agenda items.

¹ Policy refers to the process of making important organizational decisions, including the identification of different alternatives such as strategy or spending priorities, and choosing among them on the basis of the impact they will have.



ii. Procedural Team

The Procedural Team is responsible for working with Member Organizations to co-ordinate and clarify any Proposed Amendments, as well as:

- a) Refine the language of any Proposed Amendment;
- b) Ensure the intent and outcomes are clear, and the translations are appropriate;
- c) Ensure the WAGGGS Constitution and Bye-Laws, and Regional Guidelines are complied with.

At the opening of the Regional Conference, the Regional Committee shall propose to the Conference, the names of one member from each of three different Member Organizations to form a Procedural Team. The appointment of one as the Procedural Coordinator by the Regional Committee shall also be approved by the Conference. Members of the Procedural Team must be invited by the Regional Committee. To save money, it is recommended that the Procedural Team be selected from WAGGGS members already attending the conference e.g. Observers. The Regional Committee may also make an open call to Member Organizations to suggest suitable members to the Procedural Team. A member of the Procedural Team cannot be a Delegate.

Additionally the Procedural Team:

- ensures that the agreed procedures are followed by Conference participants. The Procedural Coordinator will advise the Conference Chair as necessary.
- agrees, in consultation with the Conference Chair, the sequencing of voting on motions and amendments.
- works with Member Organizations to co-ordinate and clarify amendments.
- is available at pre-determined times to answer questions from delegates on matters of Conference procedure.
- prepares and presents in writing to the Conference the final record of all decisions made during the Regional Conference.
- completes an evaluation of Conference procedures and their implementation within two months of the official close of the Conference.

iii. Tellers

There should be three Tellers who are nominated by the Regional Committee from those attending the Conference who are approved by the Regional Conference. Tellers must be WAGGGS members who can be an Observer and/or an invited guest.



Responsibilities:

- To count all votes cast by general consent, recorded vote and by ballot.
- To assist, as necessary, with electronic voting and report to the Conference Chair.

3.3.6 Voting Procedures:

i. General

A Roll Call of Member Organizations is taken at the Opening Session.

Voting strength shall be established by the Conference Chair by the number of Member Organizations with delegates registered and present in the room at the commencement of each voting session, and this number shall be announced.

The Conference Chair, with the advice of the Procedural Coordinator, will decide on any point not covered in the Rules of Procedure.

Each Member Organization present at the Conference has one vote, unless suspended.

Proxy voting is not possible under the current provisions.

ii. Delegate Participation

Member Organizations can propose Motions already circulated and any amendments.

Issues that can be voted on only by Full Members are as follows:

- Financial items (two thirds majority required)
- Election of the Regional Committee

The Regional Committee may propose a motion, but may not propose an amendment.

Decisions made by the Conference will take effect from the official closing of the Conference, unless otherwise specified by the Conference.



iii. Voting Process

All Agenda items to be voted upon will be presented and discussed.

The Session Chair will inform the Conference of the time by which Proposed Amendments and new Proposed Motions must be presented to the Procedural Team. The deadline needs to include sufficient time for the Member Organizations to prepare themselves for voting.

At the beginning of the voting session the Session Chair asks for a delegate from a Member Organization to formally present the Proposed Motion or the Proposed Amendment.

Following this the Session Chair will ask a delegate to start discussion on the Proposed Motion or Proposed Amendment.

Each Member Organization will only speak once to a Proposed Motion or Proposed Amendment, unless the Session Chair makes an exception.

Each Member Organization will restrict itself to three minutes of speaking. The Session Chair has the right to terminate the speech if it goes beyond three minutes.

An Amendment should not introduce a different topic, but should clarify, strengthen or weaken the original Motion. Where more than one amendment is proposed, the Session Chair, with the guidance of the Procedural Coordinator, will decide the order of priority in which the amendments are put to the Conference. In general, amendments will be taken in the order in which they affect the original motion.

If an Amendment is lost, the original Proposed Motion is then put to the vote. If one or more amendments are carried, then they are incorporated into the original Motion, which is then put to the vote in its amended form.

Before taking the vote the Session Chair will explain:

- what the vote is about;
- who is entitled to vote;
- how many votes are needed for the Motion to be carried;
- the order in which any Proposed Amendments will be voted on;
- how the vote will be taken;
- the outcome in the case of passing or defeating the Proposed Motion or Amendment.

The Session Chair will then ask Member Organizations to vote.



The Tellers shall count the number of votes whenever requested to do so by the Session Chair.

Motions are declared carried when the required majority of the voting strength is cast in favour of the motion. In the event of a tied vote, the Proposed Motion is not carried.

Member Organizations can choose to vote for a proposal, against a proposal or abstain. When the votes are counted, an abstention has the effect of a 'no' vote. The Tellers have the final word in relation to the number of votes cast during the voting session.

iv. Methods of Voting

The number of Member Organizations present in the room (as per the roll call from the beginning of the voting session) will form the voting strength for the session.

Methods of voting can include:

General Consent: When a motion is not likely to be opposed, the Session Chair says, "If there is no objection". The members show agreement by their silence. If an objection is raised, the Session Chair may ask for a show of hands.

By Voice: For majority votes only. The Session Chair asks those in favour to say "yes" and those opposed to say "no". A Member Organization may ask for an exact count. (This may be difficult to manage, unless there is little doubt of the outcome.)

By Show of Hands: For majority votes only. The Tellers should always take an exact count for record purposes irrespective of whether a Member Organization asks for an exact count.

By Raising Country Card/Name Plate: For use when a count is required. Firstly, the Session Chair asks those in favour to raise their country card: the Tellers count this number. Secondly, the Session Chair asks those against to raise their card: the Tellers count that number. Finally the Session Chair asks those abstaining to raise their card: the Tellers count that number. This is a quick and simple method when secrecy is not crucial.

Ballot: When secrecy is desired, Member Organizations write their vote on a slip of paper. The Tellers count these and report the results to the Session Chair.



Electronic Voting: This is not always necessary, as it depends on the size of the Region, and is subject to budgetary requirements. However it can be a useful tool, and also prepares delegates for the World Conference.

3.3.7 Elections of Regional Committee

Refer to the CIO Constitution (Bye-Law 6.3) for the framework, documented in article 21.2.

i. Election Procedure

During the Conference, each Full Member Organization within the Region shall receive a single voting paper bearing the names of all candidates.

Voting is by secret ballot.

There shall be only one ballot to elect the six members of the Committee.

- a. Member Organizations shall vote by allocating one vote each for their six preferred candidates. Member Organizations must allocate all of their votes, or the voting paper will be declared void.
- b. Should there be parity of votes for the final place, a new round shall take place between the candidates who have received the same number of votes.
- c. The persons receiving the seventh and eight highest votes will be noted, in case of a vacancy subsequently occurring on the Regional Committee.
- d. The six highest scoring nominees elected shall be announced in alphabetical order.
- e. As stated in the WAGGGS Constitution and Bye-Laws, the Regional Committee shall elect a Chair and Vice Chair prior to the end of the Conference.
The Chair and Vice Chair are elected by ballot, by the incoming Regional Committee. The Outgoing Chair will coordinate the voting. If she is elected for a second term, the World Board member present at the Conference will coordinate the election of the Chair and Vice Chair.
- f. Within one month following a Regional Conference, the voting members of the World Board will be asked to ratify the elected Regional Chair and Vice Chair, (in the event that she be required to stand in for the Regional Chair), as voting members of the World Board.²

² As agreed at the 30th World Conference.



3.3.8 Other Provisions

i. Extraordinary Meeting

An Extraordinary Meeting of the Regional Conference may be called by two-thirds of the Member Organizations in the Region or by two-thirds of the Regional Committee, and ratified by the World Board. The request for an Extraordinary Meeting of the Regional Conference must state the purpose of the meeting and must be submitted in writing to the Regional Committee. The Regional Committee must, within three months from the date of receipt of the request, give notice of the Extraordinary Meeting to all Member Organizations. Advance notice, and all relevant information concerning the business of the meeting, must be sent to all Member Organizations in the Region not less than three months prior to the commencement of the Extraordinary Meeting of the Regional Conference, and must be ratified by the Regional Committee and the World Board.

3.3.9 Social Media

The use of social media (Facebook, Twitter, Skype, smart phones, etc.) is allowed during sessions of the Conference including voting sessions. Should the use of social media have to be restricted for any reason, participants will be informed by the Session Chair at the beginning of the Session.

3.3.10 Glossary

Agenda	Formal printed list of matters to be considered at the Regional Conference.
Amendment	A change in wording to a Proposed Motion, which has been proposed.
Delegate	A person selected to represent a Member Organization.
Member	When written with a capital “M” this refers to a Member Organization.
member	When written with a small “m” this refers to a person.
Majority	The number of votes required for a motion to be carried: A simple majority is half plus one of the voting strength.
Motion	Action proposed, ready to be voted on by the Regional Conference.
Observer	A person appointed by a Member Organization other than the Delegates in a delegation of a Member Organization, to act in support of its Delegates at a Regional Conference.



Procedural Coordinator/Team	The Team which is the starting point and coordinator of any wording changes for Proposed Motions. The Team is available for consultation with Member Organizations.
Proposed Amendment	A suggested change in the wording of a Proposed Motion. A Member Organization talks to the Procedural Coordinator at least 24 hours before the session. Proposed Amendments are agreed, translated and distributed to Member Organizations before the planned discussion session on the issue.
Proposed Motion	A Proposed Motion is a suggested proposal that is open for discussion by the Regional Conference.
Quorum	The minimum number of Member Organizations required to make the Conference proceedings valid. Quorum is half plus one of the Member Organizations of a Region.
Vote	A count of opinions of Member Organizations, which can be done electronically, by raising hands, by raising cards, by voice, or by marking a ballot paper.
Voting record	Written record of all Motions and their proposer, together with the votes for, against and abstained.
Voting strength	The total number of votes able to be cast. Established at the start of each voting session by the Conference/Session Chair. It is equal to the number of Member Organizations registered at the Conference present in the room at the start of the voting session. It is reported to the Conference and includes Full Member, or when appropriate, Full and Associate Member voting strength.